



.....A Call to Action...



This project is made possible by a grant from the U.S. Institute of Museum and Library Service



Connecting to Collections Training Program, Year One Developing Emergency Management Plans

Learning and Creating Networks in Four Florida Regions

Mentors and mentees assemble at one of the participating organizations for each workshop. Each workshop takes place in 4 different cities simultaneously (each city within one of Florida C2C's 4 regions). Each workshop includes short webinars with one of the program mentors providing instruction to all 4 regions at the same time. Each webinar is followed by around-the-conference-table discussion. Lunch is time for all participants to get to know each other to foster a network and build relationships. At the end of the program, each mentee organization has developed or substantially improved their organization's Emergency Management Plan.

Mentees Come Prepared

Come prepared with answers to the following questions:

1. A list of the most important objects to save from your institution.
2. Who will be responsible (besides the participant) at your institution for ER response and preparedness.
3. Potential hazards/threats to your particular institution.

Readings to prepare for Workshop #1 - Chapters 1, 2 & 3 in textbook: *The Getty Conservation Institute: Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions*, Compiled by Valerie Dorge and Sharon L. Jones, 1999. Download at http://www.getty.edu/conservation/publications/pdf_publications/

April 24, 2012 Workshop 1-Self-Assessment

9:45am	Arrival and gather to be ready for 10 am webinar
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10:00-10:25am	Introduction by Myriam Springuel, Florida C2C Program Manager Overview of project, 3 workshops, mentor/mentees, 4 cities
10:30-11:00am	Facilitator: In a first round, ask everyone to introduce themselves and their organization In a second round, ask them to explain why they are participating.
11:00-11:15am	Webinar: Threats – Elise LeCompte, Florida Museum of Natural History <ul style="list-style-type: none"> a. Definition of different threats- <ul style="list-style-type: none"> i. Minor to Moderate-Localized within your institution ii. Major-Involving all or most of your institution iii. Catastrophic-Involving your community and potential resources b. Differences in approaching each type of threat. Specifically how in lower level threats will be able to have access to relatively unlimited resources (supplies, people), but as threat increases those resources will be depleted. c. Examine what types of damage the various threats can have on an institution.
11:15-11:25am	Q & A with Elise LeCompte
11:25-12:00am	Discussion led by facilitator: Mentees discuss their pre-workshop list of threats and hazards. While going through them make sure the following points are covered: <ul style="list-style-type: none"> • Are all different types of threats considered? Anything from catastrophic (hurricanes, floods) to minor (localized vandalism, illness within a gallery). • What are the differences in action when you approach each different type of threat? Once a list of basic hazards is identified for each institution help to group into classification system.
12:00-12:50pm	Lunch – working lunch to continue to discuss issues and get to know each other
12:50 – 1:00pm	Break
1:00-1:15pm	Webinar: Priorities – Lynn Robertson, West Florida Historic Preservation Inc. <ul style="list-style-type: none"> • Stress importance of setting human lives as highest priority. But once that is accounted for, what are the most important items to protect in times of emergency. • How to decide what items should be included on the priority list. • Reasons items should be included on the list. For example importance to the mission o institution, or possibly a personal favorite of the governing authority. • Also why certain not obvious items may be of higher priority than others- <ul style="list-style-type: none"> i. loan vs. owned objects ii. high cultural value vs. high cost value iii. ability of material to withstand hazardous environment.
1:15-1:25pm	Q&A with Lynn Robertson

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1:25-2:00pm	<p>Discussion led by facilitator: Review the list of priorities the mentees brought to the workshop. While reviewing the list, please discuss the following points:</p> <ol style="list-style-type: none"> a. Why were these items included in your priority list? b. Do they reflect your personal belief or did you discuss the list with your governing authority and other staff? c. Were these items chosen based upon fiscal reasons or on a cultural/historical basis?
2:00-2:15pm	<p>Webinar: People Factor Dean DeBolt, John C. Pace Library, UWF</p> <ul style="list-style-type: none"> • Establishing the chain of command during an emergency • Making sure that all staff, from director to collections to docent to custodial, have buy-in to plan • Ensuring that emergency response team is a cross-section of all staff (if possible) • That more than one person has deep enough understanding of the plan to “be in charge” • Psychological and physical effects of being in a disaster.
2:15-2:25pm	Q&A with Dean DeBolt
2:25-2:55pm	<p>Discussion led by facilitator:</p> <ol style="list-style-type: none"> 1. Mentees should re-examine the list of staff identified from their institutions. While reviewing the list, please discuss the following points: <ol style="list-style-type: none"> a. Is there a healthy cross-section of staff represented on the list? b. Is the number of staff on the list realistic in relation to the number of staff members who will respond during the time of an emergency? 2. Review chain of command for their specific institution. It’s imperative that this is included in the document. Also how chain of command will change dependent on who arrives on scene, when. 3. General psychological and physical conditions of people experiencing disasters and how to prevent.
2:55-3:10pm	<p>Webinar: Elements of an Effective Emergency Response Plan, Burt Altman, Special Collections, FSU</p> <ul style="list-style-type: none"> • Present sample outline to include the following points: <ol style="list-style-type: none"> i. Introduction / Instructions ii. Evacuation Guidelines iii. Emergency Contact List/Phone Tree iv. Delegation of Authority v. Emergency Teams vi. Priority List vii. Summary of Hazards viii. Action Plans for Identified Threats ix. Communication and Documentation x. Collection Salvage and Recovery xi. On-Site Supplies xii. Off-Site Resources-to include recovery companies and insurance provider xiii. Training xiv. Review Schedule

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3:10pm-3:20pm	Q&A with Burt Altman
3:20pm-3:45pm	Discussion led by facilitator: <ul style="list-style-type: none"> • Discuss general components presented in webinar. • Have mentors discuss what they consider the most important parts, or what is commonly overlooked. • Review any other sources mentors might have in development in plan.
3:45pm-4:00pm	Webinar: Next Steps, Myriam Springuel, Florida C2C Program Manager <ul style="list-style-type: none"> • Assignments for Next Meeting • Evaluation to fill out

August 7, 2012 Workshop 2-Outside Resources

Mentees Come with Assignment #2 Completed

- Start Drafting Table of Contents/Outline for Mentee Organization Plans
- Hazards and Threats-Formalize the hazards and threats that might affect your particular institution in narrative form.
- Priority List-Create the formal priority list that will be included in your plan. This list should take into account all discussions and issues presented to you during Workshop #1.
- Delegation of Authority-Taking what was discussed in the workshop and create the narrative that will discuss the delegation of authority at your installation. A diagram or flow chart is often helpful to illustrate how this will work for your plan.
- Emergency Contact List-Collect all contact information for local emergency response and disaster relief providers, also all staff members, for inclusion in your plan.
- Phone Tree-Create list of how information concerning threats and disasters are communicated to staff. This list will be used both during operating hours and when your installation is closed.
- Emergency Teams-Re-examine the list your brought with you to Workshop #1. After seeing the presentation and speaking to your fellow participants make any changes that might be needed.

Readings to Prepare for Workshop #2:

- Chapter 4-Communications
- Chapter 7-The Collections Team

9:45am	Participants arrive at Workshop Locations
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10:00-10:10am	Introduction-Myriam Springuel, Florida C2C Program Manager
10:10-10:35am	<p>Webinar: Linda McWhorter, Preparedness Bureau Chief, Florida Division of Emergency Management</p> <p>Working with First Responders and Emergency Personnel</p> <ul style="list-style-type: none"> ● Building a relationship w/ local police, fire, and ER response. ● Institutions can also show how they provide community resource after disasters (libraries provide internet, also space to decompress) ● Stress personal relationship with local ER to plan and to respond effectively, including getting back into the community to care for collections after a disaster
10:35-10:45am	Q & A with Presenter
10:45-11:15	<p>Discussion led by Facilitator:</p> <ul style="list-style-type: none"> ● Ask if participants have had any general experiences with emergency personnel-in either institutional setting or personal. If so relate experiences to group. ● Do mentees/mentors have relationships with their local emergency personnel in relation to the plan? <ul style="list-style-type: none"> ○ If so, how have these relationships be used to better benefit their plan ○ If not, identify who the personnel might be ● Discuss how the relationship with these outside institutions can be beneficial to both the emergency personnel and your institution.
11:15-11:35am	<p>Webinar: Incident Command System (ICS) for Cultural Institutions-Robin Bauer Kilgo, Florida C2C Project Associate</p> <ul style="list-style-type: none"> ● Familiarization with the nationally used program. ● ICS was created to provide a standardized way to manage incidents, regardless of how large or small, even if responders approach the incident from many different jurisdictions and disciplines. By learning about this system, participants will be able to better communicate with their communities' first responders in times of a disaster.
11:35-11:45am	Q & A with Robin Bauer Kilgo
11:45am-12:00pm	<p>Webinar: Florida C2C Community Site Introduction-Myriam Springuel, Florida C2C Program Manager</p> <ol style="list-style-type: none"> a. Introduction to community site b. Tech help c. Using the site to foster dialogue and communication
12:00-12:50pm	Lunch – working lunch
12:50-1:00pm	Break
1:00-1:25pm	<p>Webinar: Artifact Salvage/Recovery Part 1-Francoise Hack, Ringling Museum</p> <ul style="list-style-type: none"> ● Specific salvage techniques <ul style="list-style-type: none"> ○ Books and Paper ○ Photographs

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	<ul style="list-style-type: none"> ○ Electronic Media ○ Paintings
1:25-1:35pm	Q & A with Presenter
1:35-2:00pm	<p>Webinar: Artifact Salvage/Recovery Part 2-Stephanie Hornbeck, Principal + Senior Conservator Caryatid Conservation Services, Inc. Specific salvage techniques</p> <ul style="list-style-type: none"> ○ Inorganics ○ Wood/Furniture ○ Textiles ○ Natural History Collections
2:00-2:10pm	Q & A with Presenter
2:10-2:20pm	Break
2:20-3:00pm	<p>Discussion led by Facilitator:</p> <ul style="list-style-type: none"> ● Generally discuss experiences participants may have had with artifact salvage and recovery. ● Identify from salvage techniques presented which types would be appropriate for the mentee organizations. ● Discuss what kind of staff your organizations will have and their technical capability. ● Stress the fact that most of these techniques will only slow down the process of degradation. Specialists in salvage and recovery will still need to be contacted.
3:00-3:10pm	Break
3:10-3:20pm	<p>Webinar: Review Table of Contents from Workshop 1: Elements of an Effective Emergency Plan-Robin Bauer Kilgo, FAM Project Associate</p> <ol style="list-style-type: none"> i. Introduction / Instructions ii. Evacuation Guidelines iii. Emergency Contact List/Phone Tree iv. Delegation of Authority v. Emergency Teams vi. Priority List vii. Summary of Hazards viii. Action Plans for Identified Threats ix. Communication and Documentation x. Collection Salvage and Recovery xi. On-Site Supplies xii. Off-Site Resources-to include recovery companies and insurance provider xiii. Training xiv. Review Schedule

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3:20-3:50pm	Discussion led by facilitator: <ul style="list-style-type: none"> • Mentees/Mentors review draft outline. • Also discuss any questions or issues.
3:50-4:00pm	Webinar: Next Steps, Myriam Springuel, Florida C2C Program Manager <ul style="list-style-type: none"> • Assignments for Next Meeting • Evaluation to fill out • Assignment for next workshop & scheduling mentor/mentee meetings

October 24, 2012 Workshop 3-Final Steps

Mentees Come with Assignment #3 Completed

- Continue to further refine your emergency plan outline/table of contents
- Make initial contact with local fire, police, and ER responders
- Evacuation Guidelines-Formalize evacuation guidelines you might have for your facility. After making contact with your local fire department, confirm with them that your guidelines are appropriate for your institution
- Create a list of supplies that will be kept on-site at your facility
- Create list of off-site resources. This list can include companies that can produce supplies during an emergency, disaster recovery companies, and list of nonprofit groups who are willing to help in time of an emergency.
- Collection Salvage and Recovery-Figure out what portions of salvage and recovery will be outlined in your plan. This will depend on the skill of your staff and how comfortable they are with working in salvage and recovery. (See Salvage and Recovery Badge at fla.connectingtocollections.org)
- Action Plans-Identify what action plans you'll want to include in your plan. This will be dependent on your priority list, the hazards or threats identified, and the number of staff you have available. (See Actions Plans for Priority Objects Badge at fla.connectingtocollections.org)

Reading to Prepare for Workshop #3: Chapter 5-Training

9:45 am	Participants arrive at workshop locations
10:00 - 10:10 am	Introduction-Myriam Springuel, Florida C2C Program Manager
10:10 - 10:30 am	Webinar: Advocacy - Malinda Horton, Executive Director, Florida Association of Museums <ul style="list-style-type: none"> • Why collections matter and what you are doing to prep for an emergency (because those collections matter) • Because we are ready, we are part of the helping community – involved in recovery

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10:30 - 10:40 am	Q& A with Presenter
10:40 - 11:15 am	<p>Discussion led by Facilitator (adjust time for number of participants in your region)</p> <ul style="list-style-type: none"> ● 10:40-10:50 Invite each participant to split up into a team of two, and jointly prepare a one-minute argument about why an elected official should care about their collections. Each team thus prepares two one-minute presentations for each of their collections. Mentors and mentees both participate. ● 10:50-11:00 Stop watch in hand, ask everyone to do their one-minute presentation ● 11:00 - 11:15 debrief, discussing strengths and weaknesses of the arguments you heard
11:15 - 11:35 am	<p>Webinar: Case Studies</p> <p>11:15 - 11:25 am-Scott Reinke, Preservation Administrator, University of Miami</p> <p>11:25 - 11:35 am-Victoria Cooke, C2C Steering Committee and former Director, Leepa-Rattner Museum of Art, former Assistant Director for Curatorial Affairs, LSU Museum of Art, and former Curator of Painting, New Orleans Museum of Art</p> <ul style="list-style-type: none"> ● Focus on the recovery and salvage after the disaster occurred at the facilities. ● How did these different institutions get back on their feet and open to the public/fulfill mission as quickly as possible.
11:35 - 11:45am	Q & A with Presenters
11:45am-12:10pm	<p>Discussion led by Facilitator</p> <ul style="list-style-type: none"> ● Generally discuss whether or not any of the participants have dealt with emergency situations. ● Does your plan, or outline, anticipate a recovery effort? ● If you have experienced a disaster, did you have a plan in place? Did the plan work? If not, did your institution make changes to the plan?
12:10 -12:20 pm	Pick up box lunch or walk to lunch site
12:20 - 1:10 pm	<p>Working Lunch</p> <ul style="list-style-type: none"> ● Mentors/Mentees - review where you are in writing your emergency plan, outstanding questions, help needed to finalize the plan
1:10 - 1:20 pm	Break/Walk back to workshop location
1:20-1:40 pm	<p>Webinar: Living Document - Anne McCudden, Director, Ah-Tah-Thi-Ki Museum</p> <ul style="list-style-type: none"> ● Emergency Plan-A Living Document <ul style="list-style-type: none"> ○ What is meant by a “living document” ○ Emergency plans need to become a part of your everyday work culture ○ Must be addressed during budget planning and strategic planning ○ How to avoid complacency ○ Process for review and updating

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1:40 -1:50 pm	Q & A with Presenter
1:50 -2:10 pm	<p>Discussion led by Facilitator</p> <ul style="list-style-type: none"> ● Does your institution treat other institutional level documents, for example a strategic plan, as a “living document”? <ul style="list-style-type: none"> ○ If so, talk about ways your emergency plan can be treated in the same way. ○ If not, focus on ways you can bring attention to your emergency plan to all staff. ● How can you talk with staff about your emergency plan throughout the year? Is it appropriate to discuss at regular staff meetings, or is this a special meeting that needs to be called by your director? What ways can you think of to bring attention to your emergency plan?
2:10 -2:35 pm	<p>Webinar: Training</p> <p>2:10-2:15 On-line Resources - Myriam Springuel, Florida C2C Program Manager 2:15 - 2:25 Local Training with Others (i.e. CERT) - Michael Wood, Owner, Michael R. Wood Planning (delivered by Larry Killmar in Michael’s absence)</p> <ul style="list-style-type: none"> ● How the community, county and city government prepares for emergencies. ● Involvement with CERT (Community Emergency Response Team) ● How do you get involved in this training locally. <p>2:25 - 2:35 Training Internal Staff - Lawrence E. Killmar, Vice President, Animal Science and Conservation, Tampa’s Lowry Park Zoo</p> <ul style="list-style-type: none"> ● Table-top ● Drills <ul style="list-style-type: none"> ○ Value and usefulness in both exercises and the difference.
2:35 -2:45 pm	Q & A with Presenter



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2:45 - 3:05 pm	<p>Discussion led by Facilitator</p> <ul style="list-style-type: none"> ● On-line resources participants like to use for training in emergency response or salvage and recovery? Anything to add to the list presented? ● Have any of the participants experienced emergency training in their community? <ul style="list-style-type: none"> ○ If so, did they learn about tactics that can be taken back to their institution? ○ If not, talk about ways that training experiences in the community could possibly be used by their institution. ● How will you train colleagues at your institution? ● Discuss the differences between table-tops and drills. Could either of these, or possibly both, be used at your institution?
3:05 -3:20 pm	<p>Webinar: Supplies-Elise LeCompte, Registrar and Assistant Department Chair, Florida Museum of Natural History, University of Florida</p> <ul style="list-style-type: none"> ● Review a list of possible supplies with pros and cons of spending dollars on each item ● Pros and cons of buying “React-Pak” or other pre-prepared supply boxes
3:20 -3:30 pm	Q & A with Presenter
3:30 - 3:50 pm	<p>Discussion led by facilitator</p> <ul style="list-style-type: none"> ● After seeing the types of disaster supplies you can purchase, what do you think would be the most useful for your institutions? ● What are ways you can prioritize which types of supplies should be purchased first? ● Are pre-packaged disaster kits useful for your institution? Or would you be better of making your own?
3:50 -4:00 pm	<p>Webinar: Next Steps, Myriam Springuel, Florida C2C Program Manager</p> <ul style="list-style-type: none"> ● Presenting the plan to your governing authority ● Follow-up Evaluation ● Reception with elected officials

Final Goal

Within 3 months of this third workshop, the goal is to have a plan to present to your governing authority. We will be doing “graduation receptions” with elected officials in February and hope to report that most of you have completed or improved an emergency plan. More info to come on these graduation receptions; we’ll be looking to you to make sure we include your local elected officials.

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